



SENIOR PERSONNEL SPECIALIST
AGENCY: 3999 CLASS CODE: 1317
EXAM CODE: 6CM01

Department:	Department of Conservation
Bulletin Release Date:	01/25/2016
Final Filing Date:	02/05/2016
Examination Type:	Departmental Promotional
Salary Information:	\$3,824.00 - \$4,788.00
Location:	Statewide

Equal Employment Opportunity

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Conservation.

1. Applicants must have a permanent civil service appointment with the Department of Conservation as of **February 5, 2016**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

FILING INSTRUCTIONS

FINAL FILE DATE: February 5, 2016

This examination will consist solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Minimum Qualifications" and "Position Description" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Examination/Employment Application (STD 678) is available at the California Department of Human Resources' website at: <https://jobs.ca.gov/Profile/StateApplication>. Examination/Employment Application (STD 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail or fax.

By Mail:

Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:

Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Conservation, Human Resources Office, at (916) 372-7685.

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Conservation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications." Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

For more information please visit the California Department of Human Resources website to view the [class specification](#).

POSITION DESCRIPTION

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

EXAMINATION INFORMATION

The examination will consist of an Education and Experience Evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Education and Experience Evaluation – WEIGHTED 100.00%.

KNOWLEDGE AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles.
- Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
- Independently interpret and use reference material.
- Give and follow directions.
- Gather data.
- Design and prepare tables, spreadsheets, and charts.
- Advise employees of their rights.
- Consult with supervisors on alternative actions which they may take on various transaction situations.
- Communicate effectively.
- Operate a computer keyboard/terminal.
- Establish and maintain cooperative working relations with those contacted during the course of the work.
- Organize and prioritize work.
- Create/draft correspondence.
- Maintain personnel records.
- Represent the department on intra/interdepartmental teams.
- Coordinate a variety of personnel/payroll transactions.
- Research critical transactions and recommend alternative solutions.

VETERANS PREFERENCE

Veteran's Preference is not granted in promotional examinations.

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the exam components, scoring, etc., may be directed to the Department of Conservation, Human Resources Office at (916) 322-7685.

For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone). TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

SPECIAL REQUIREMENTS

TRAVEL ACCOMMODATIONS:

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/1303.aspx>

GENERAL INFORMATION

Departmental Promotional Examination: This means that candidates must currently be a Department of Conservation employee that meets the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento or at www.jobs.ca.gov. The eligible list will be used specifically by the Department of Conservation.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, California Department of Human Resources offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box in on their application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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Or 1-800-735-2922 (From a Voice phone).**

**DEPARTMENT OF CONSERVATION
HUMAN RESOURCES OFFICE
801 K STREET, MS 22-13
SACRAMENTO, CA 95814
(916) 322-7685**